

CYBERENE CLUB OF AFRICA NAZARENE UNIVERSITY CONSTITUTION 2024/2025 CHAPTER.

Table of Contents

- Section 1: Code of Conduct

1. Preamble	1
2. Vision and Mission	1
3. Article 1: Name and Address	
4. Article 2: Objectives	
5. Article 3: Membership	
- Section 1: Requirements for Membership	
- Section 2: Rights of Registered Members	
- Section 3: Cessation of Membership	
- Section 4: Obligations of Members	
6. Article 4: Dues/Payments/Levies	
7. Article 5: Office Bearers	
- Section 1: Requirements of Office Bearers	
- Section 2: Election of Office Bearers	
8. Article 6: Duties of Office Bearers	
- Section 1: Duties of the Chairperson	
- Section 2: Duties of the Deputy Chairperson	
- Section 3: Duties of the Secretary	
- Section 4: Duties of the Treasurer	
- Section 5: Duties of the Technical Lead	
- Section 6: Duties of the Communications Lead	
9. Article 7: Code of Conduct and Disciplinary Tribunal	

- Section 2: Disciplinary Tribunal

10. Article 8: Ex-Officio Members

11. Article 9: Meetings

12. Article 10: Procedure at Meetings

13. Article 11: Funds

- Section 1: Finances

- Section 2: The Budget

14. Article 12: Amendments of the Constitution

15. Article 13: Dissolution

CYBERENE CLUB: CONSTITUTION

PREAMBLE

Cyberene Club is a dynamic community of technology enthusiasts, innovators, and future tech leaders committed to advancing digital literacy and technological excellence. We bring together students passionate about information technology, fostering an environment where creativity meets technical expertise.

VISION:

Empowering Future Tech Specialists and Enthusiasts Through Innovation and Excellence.

MISSION:

The Cyberene Club of the Africa Nazarene University is dedicated to cultivating technical proficiency and innovation among its members through collaborative learning, practical workshops, and industry engagement. We strive to bridge the gap between academic knowledge and industry requirements by providing hands-on experience with emerging technologies, facilitating networking opportunities with IT professionals, and promoting the development of solutions to real-world challenges. Our commitment extends to fostering ethical tech practices and nurturing leadership skills that prepare our members for successful careers in the ever-evolving IT landscape.

ARTICLE 1: NAME AND ADDRESS

The official designation of this club shall be the Cyberene Club of Africa Nazarene University.

The headquarters of the club shall be located at the main campus of Africa Nazarene University:

P.O BOX 53067-00200,

Nairobi, Kenya. Ongata Rongai

ARTICLE 2: OBJECTIVES

The objectives of Cyberene Club are to:

- 1. Provide a platform for learning and sharing knowledge on Information Technology.
- 2. Provide interest in Information Technology among students.
- 3. Promote creativity and teamwork among members.
- 4. Provide access to tech related learning resources and tools
- 5. Foster a community of students passionate about technology.
- 6. Provide members with opportunities for career development, skills development and advancement in the field.
- 7. Advance gender equality in the tech industry.
- 8. Organise events, workshops,hackathons and seminars related to Information Technology.
- 9. Guide, update and assist club members to secure attachment and internship opportunities in the tech field
- 10. Collaborate with other clubs at Africa Nazarene University on tech based projects
- 11. Promote ethical technology use and awareness
- 12. Foster an entrepreneurial mindset among members
- 13. Promote diversity and inclusion in the tech space among local and international students at Africa Nazarene University
- 14. Facilitate certification and career ready programs for club members

ARTICLE 3: MEMBERSHIP

Section 1: Requirements for membership.

The requirements for full membership are:

- 1. Potential members must be officially enrolled as students and have paid their university and club registration fees for the current semester/trimester.
- 2. Membership is granted upon approval by the club's executive committee.
- 3. Potential members should demonstrate a strong interest in Science, Technology, Engineering, and Mathematics (STEM) fields.
- 4. Potential members are expected to be proactive and committed to contributing to the advancement of technology both within the university and in the wider community.

The requirements for associate membership are:

- 1. Potential members should demonstrate a strong passion for Information Technology, particularly in tech-related fields, or be actively involved in the IT sector.
- 2. One must be approved for membership by the executive committee.
- 3. Potential members are required to pay the standard registration fee in full.
- 4. Potential members must commit to participating in a minimum number of club activities or events each semester to maintain membership status.
- 5. Potential members must be open to working collaboratively on group projects, tech challenges, and other club initiatives.
- 6. Potential members must adhere to the club's code of conduct and rules, maintaining professionalism and respect in all interactions.

The requirements for alumni membership are:

- 1. Potential members must have completed their studies and successfully graduated from Africa Nazarene University.
- 2. Potential members must demonstrate a genuine interest in Information Technology, particularly in tech-related areas.
- 3. Potential members must be committed to advancing their knowledge and skills in the field of technology.
- 4. Potential members must receive approval for membership from the executive committee.
- 5. Potential members must pay the registration fee.
- 6. Potential members must demonstrate a willingness to share their industry experience and expertise with current club members through talks, seminars, or collaborative projects.
- 7. Potential members must actively contribute to the club's initiatives, such as mentorship programs or technical workshops.

Section 2: Rights of registered members.

A registered member has the right to: -

- 1. Access the services and facilities offered by the Club, provided that such access shall be through appropriate and legal means and approved by the club patron plus the I.T department
- 2. Provided that a member demonstrates proactive participation in club projects and activities, they are entitled to a certificate of accomplishment. This is after a full academic year of proactive participation.
- 3. Registered members have the right to make queries and suggestions on any matters pertaining to the Cyberene club of ANU and its operations.
- 4. Registered members are entitled to first priority when it comes to activities and events organised by the club.
- 5. Registered members are viable to be elected to any office.

Section 3: Cessation of Membership.

A registered member shall cease to be a member of the Cyberene Club of Africa Nazarene University when:

- 1. One graduates from ANU and does not sign up as an alumni.
- 2. One transfers to another tertiary level learning institution.
- 3. One is discontinued or deregistered from the Africa Nazarene University.
- 4. One is suspended from the Africa Nazarene University within their duration of membership in a certain semester.
- 5. One dies.
- 6. One discontinues their studies.
- 7. One is confirmed to not be of sound mind.

Membership to the club can be revoked under the following circumstances:

- 1. A registered member is found to undermine club activities in whatever way.
- 2. A member fails to attend three consecutive meetings without issuing a formal or informal apology to the committee.
- 3. A registered member displays unethical conduct during club events and activities within or outside the confines of the institution.
- 4. A registered member is suspended or discontinued for a certain period from the Africa Nazarene University during their membership.
- 5. A registered member breaches the University's Code of Conduct as well as the code of conduct stipulated in this Constitution.
- 6. A member's membership is placed under review by the committee.
- 7. A member does not abide by the Cyberene club of Africa Nazarene University Constitution (this constitution).
- 8. A registered member uses the club's name or platform for unauthorised, harmful or unethical purposes.
- 9. A registered member consistently disrupts club meetings, workshops, or events, hindering the progress of activities.
- 10. A registered member demonstrates a lack of respect toward fellow members, guest speakers, or partners during events or meetings.

*A person who ceases to be a member of the Cyberene Club of ANU shall not be entitled to a refund of the registration fee at whatever point they cease to be a member.

Section 4: Obligations of Members.

- i. Every member shall abide by this Constitution as well as all Constitutional decisions made by the club's executive committee.
- ii. Every member shall respect the property of the Cyberene Club, the University, and the public, and any member who causes damage to the property of the club, the University, or the public shall be subject to the disciplinary provisions of the University and the laws of Kenya.
- iii. Every member shall be required to honour his/her financial obligations to the university and the Cyberene Club as may be required from time to time.
- iv. The Cyberene Club and its members shall operate under the policies, rules, regulations, procedures, and other statutes that govern the conduct of students and operations within the University.
- v. Every member is to abide by the code of conduct in this Constitution.
- vi. Should a registered Cyberene club of ANU member win a monetary prize from a competition the club introduced or took them to, they are required to forward 20% of their winnings to the club.
- vii. Accept the supervision of the club patron and faculty advisors.

Section 5: The Club Patron

The requirements of the club patron:

- 1. Must have a demonstrable background in IT.
- 2. Must be a faculty member or staff at the Africa Nazarene University.
- 3. Must be invested in gender inclusivity of the industry.

The post of patron is not gender specific, meaning the club patron can be of any gender.

The duties of the club patron include but are not limited to:

- 1. Overseeing and approving the planning of club events such as seminars, hack-a-thons
- 2. Inviting guest speakers, companies and institutions to club events and activities.
- 3. Approving and overseeing fund raising activities.
- 4. Approving guest speakers, companies and institutions to club events and activities.
- 5. Lias with the executive committee to ensure club activities are carried out successfully.
- 6. Presiding over election of office bearers in the club.
- 7. Presiding over competitive events and activities within the club alongside the committee.

- 8. Being a signatory to all financial transactions of the Cyberene Club of Africa Nazarene University.
- 9. Providing Mentorship and Guidance
- 10. Ensuring Compliance with University Policies
- 11. Facilitating Alumni Engagement
- 12. Providing Professional References
- 13. Resolving Disputes

ARTICLE 4: DUES/PAYMENTS/LEVIES

All members are required to pay all dues, payments or levies placed on them including but not limited to the registration fee.

- The registration fee for joining the Cyberene Club as a full member is Ksh.100.
- The registration fee for joining the Cyberene Club as an associate member is Ksh.200.
- Should a member like to renew their membership a new semester, they will be required to pay the registration fee again at the beginning of the semester.
- Penalty for failing to attend a maximum of eight meetings in a semester is Ksh50.
- If a member who is a student in deferment wishes to engage in outdoor events organised by the club, he or she must pay additional expenses accounted for by the club's treasurer.

ARTICLE 5: OFFICE BEARERS

The term for office is one academic year after which elections are conducted during the September trimester. Interested members apply for office positions and elections are done by the members under the Patron, office of the dean of students, and clubs director ANUSC. The winners of the respective posts are then handed over the power to run their respective offices as work resumes effectively.

The following are office bearers of the Cyberene Club of Africa Nazarene University. The Office Bearers collectively make up the committee.

- 1. The chairperson
- 2. The deputy chairperson.
- 3. The secretary.
- 4. The treasurer.

- 5. The technical lead.
- 6. The Communications lead/PR.

Section 1: Requirements of being an office bearer.

In accordance with the *Student Handbook*, the standards for leadership in this University and in extension the Cyberene Club of the Africa Nazarene University are as follows. Students holding club/committee offices:

- Must maintain a grade point average (GPA) of 2.5 and above which must be maintained while in office.
- Must adhere to the principles and policies of Africa Nazarene university, as guided by the *Manual* of the church of Nazarene, the *Student Handbook*, and the Code of Conduct.
- Cannot be on academic or non-academic disciplinary probation during their time in office.

In addition to these, an office bearer in the Cyberene Club must:

- i. Have been a member of the Cyberene Club of Africa Nazarene University for at least one full semester.
- ii. Be a full member, meaning they must be a registered student who has paid university fees (as well as the club registration fee) and registered during the semester/trimester.
- iii. Run for their respective office and win by at least 50% plus 1 vote.
- iv. Be approved for the position by the club's patron.
- v. Showcase outstanding leadership qualities, high moral standards and integrity.

Section 2: <u>Election of office bearers</u>.

As a democratic organisation, the Cyberene Club will only recognize office bearers elected by its members.

Elections will be held at least once a year, at the start of the year. The terms of office for every office bearer will be one academic year and they may be eligible for re-election the following term.

The offices of the chairperson, deputy chairperson, treasurer, secretary, technical lead and communications lead will be open.

A member can attain one of the above posts through the following means:

- Submitting an application letter to the patron or a faculty advisor.
- Nomination by full members, formally or informally.
- Nomination by the club patron or faculty advisor(s).

Nominated candidates must submit an application letter to the club patron.

An election can take place only if the club has at least 80% attendance during the meeting.

During a general meeting, a ballot or a show of hands can be used to vote for the candidates vying for a position. While the relevant parties are elsewhere, the club patron or faculty advisor(s) will oversee the process.

When there is only one candidate for a position, voting by general consent may be used.

A member of the committee may be impeached or removed from office under the following circumstances:

- If the patron recommends impeachment and at least two-fifths of the executive committee concur.
- Failure to carry out the obligations of their office.
- They are placed on academic or non-academic disciplinary probation while serving in office.
- They are expelled from the university for any reason.
- At least one-third of the full members file a petition to remove them from office, which is authorised by the patron and committee.
- They transfer from the university.
- They graduate from the university.
- They die.
- They are confirmed not to be of sound mind.

*In the event of a mid-term vacancy of an elected officer, a special meeting can be called to nominate an interim or permanent replacement officer.

*If a member accepts the nomination and agrees to serve, the club will vote following committee approval.

*The replacement officer will serve for the length of time recommended by the committee.

ARTICLE 6: **DUTIES OF OFFICE BEARERS**

Section 1: Duties of the Chairperson.

The duties of the Cyberene Club's Chairperson will be:

- 1. Provide direction and leadership to the IT club, ensuring the club's goals align with the interests of the members and the university's objectives.
- 2. Manage and coordinate the work of the executive team (i.e., vice-chairperson, secretary, treasurer, technical lead and communications manager) to ensure smooth execution of projects and events.
- 3. Serve as a mentor to club members, encouraging skill development and providing guidance on tech-related initiatives.
- 4. Work with other clubs, departments, and external organisations to host joint events or invite guest speakers from the industry.
- 5. Connect the club with IT professionals for mentorship, internships, or project partnerships that benefit students.
- 6. Oversee the progress of student-led IT projects and provide support in the form of resources or guidance when needed.
- 7. Maintain open communication with club members through meetings, newsletters, and online platforms
- 8. Organise regular executive and general meetings, prepare agendas, and ensure effective discussions on club matters
- 9. Work with the club's treasurer to manage finances, including budgeting for events, securing sponsorships, and tracking expenses.
- 10. Strategize and implement campaigns to attract new members to the club at the start of each academic year or semester.
- 11. Establish relationships with companies, alumni, and other institutions that can provide resources, mentorship, or sponsorships for the club's initiatives.
- 12. Develop future leaders by encouraging club members to take on leadership roles and Create an environment that inspires creativity and innovation, motivating members to explore emerging technologies and develop new ideas.ensuring a smooth transition at the end of your term.
- 13. Act as the primary point of contact between the IT club and university administration, including the student union or academic departments.
- 14. Provide regular updates to university administration and club patron on the club's activities, progress, and achievements.
- 15. Ensure that the club's activities and events comply with university policies and guidelines.
- 16. Address and mediate any conflicts within the club's executive team or between members, fostering a collaborative and respectful environment.
- 17. Take initiative in solving any operational or logistical challenges that arise within the club's activities.
- 18. Evaluate the success of events, projects, and club initiatives through feedback from members and stakeholders.
- 19. Lias with the Chairperson of the Girl Code Club to support tech related events and activities inside and outside the school premises.
- 20. Help in connecting students to opportunities in academia and industry

21. Work with the incoming Chairperson to help him or her prepare to take over the position successfully the next year.

Section 2: Duties of the Deputy Chairperson.

The duties of the Cyberene Club's Deputy Chairperson will be:

- 1. Stand in for Chairperson when absent
- 2. Support Chairperson's leadership functions
- 3. Oversee club's technical direction
- 4. Assist in strategic planning
- 5. Support decision-making processes
- 6. Provide leadership backup
- 7. Support leadership transition
- 8. Perform the roles of the chairperson in their absence
- 9. Work with the incoming deputy chairperson to help him or her prepare to take over the position successfully the next year.

Section 3: Duties of the Secretary.

The duties of the Cyberene Club's Secretary will be:

- 1. To work together with the chairperson so as to create the agenda for the club meeting.
- 2. To be present at all meetings.
- 3. To participate in all club activities and events.
- 4. To keep all members informed of meeting dates, times and venues. He/she must provide adequate notices including for online meetings, in coordination with the communications lead.
- 5. To preserve the club's important documents and records.
- 6. To manage incoming and outgoing communications for the club.
- 7. To manage registration for club events and activities.
- 8. To ensure that the club adheres to the school policies and regulations.
- 9. To maintain an up-to-date membership list and store member information files
- 10. To keep track of the club's resources and equipment.
- 11. To assist in the planning and organisation of the club's events and activities.

- 12. To gather feedback from members regarding club activities.
- 13. To maintain records of the club's decisions and activities.
- 14. To record the minutes of meetings in a timely manner.
- 15. To assist the treasurer in maintaining the club's budget.
- 16. To work in collaboration with the communications lead to publicise the club events and activities and to oversee the club's social media presence.
- 17. To work with the incoming secretary to prepare him/her to take over the position successfully.

Section 4: Duties of the Treasurer.

The duties of the Cyberene Club's Treasure will be:

- 1. To accept and process all cash and donations received to the Club.
- 2. To keep accurate, real-time and up-to-date records of all financial transactions.
- 3. To guarantee that club funds are spent in ways that are consistent with this Constitution and directly support the club's objective.
- 4. Create a budget with the Chairperson, club patron and executive committee and handle club finances.
- 5. Present the budget report during the Annual General Meeting(AGM) and any other meetings as deemed necessary.
- 6. Prepare end-of-year accounts for presentation at the AGM and any other meetings as deemed necessary.
- 7. Maintain an itemised record of all receipts and expenses and prepare thorough reports as instructed.
- 8. To oversee the disbursement of finances in the club and manage all fundraising, in collaboration with the Chairperson.
- 9. Track the budget throughout the year and keep records available for review at any time.
- 10. Attend all club meetings, activities, and events.
- 11. Work with the incoming treasurer to help him or her prepare to take over the position successfully the next year.
- 12. Maintain high standards of integrity and transparency

Section 5: Duties of the Technical Lead.

The duties of the Cyberene Club's technical manager will be:

- 1. In collaboration with the Chairperson and executive committee, plan and lead all club mentorship and educational initiatives.
- 2. Follow members' progress through all mentorship and educational events.

- 3. To prepare reports and documentation for all club events and activities (technical aspects) and submit all reports and paperwork to the club secretary.
- 4. Communicate and organise educational initiatives with the academic advisor(s).
- 5. To preside over and judge any competitive activities held by the club, such as hack-a-thons, in collaboration with the Chairperson.
- 6. Lias with the executive committee and club patron in organising technical aspects of events such as equipment and setup issues
- 7. Work with the new technical manager to assist him or her prepare to take over the position successfully the following year.
- 8. Attend all club meetings, events, and activities.
- 9. To conduct research and produce resources on STEM abilities, which will be distributed or communicated during meetings.

Section 6: Duties of the Communications Lead.

The duties of the Cyberene Club's communications lead will be:

- 1. Create and implement the club's complete communication plan, and ensure that all communication activities are consistent with the club's values.
- 2. Serve as the primary point of contact for the media.
- 3. Handle media requests and set up interviews with the appropriate personnel.
- 4. Manage the club's social media accounts, create compelling material and interact with fans to foster community.
- 5. Keep club members up to date on news, events, and updates, and manage internal announcements and notifications.
- 6. Develop and maintain relationships with stakeholders like fans, sponsors, and the community, while also improving the club's public image through favourable media coverage and community participation.
- 7. Promote club events and activities through various communication platforms, and work with event organisers to ensure successful communication.
- 8. Manage communication amid emergencies or frauds to safeguard the club's brand.

Section 7: Duties of the Chief of Internal Affairs.

The duties of the Cyberene Club's Chief of Internal Affairs will be:

- 1. Foster collaboration between the Cyberene Club and other academic departments or faculties for joint projects, competitions, or educational initiatives.
- 2. Provide oversight on planned activities based on the current situation at ANU
- 3. Help resolve internal disputes or conflicts within the club and facilitate constructive dialogue to maintain a positive atmosphere.

- 4. Collaborate with the executive team to organise internal team-building activities to foster member engagement.
- 5. Liaise with ANU administration for approvals, event permissions, and other necessary clearances.
- 6. Actively participate in coordinating multi-club activities within the university, such as hackathons or tech fairs.
- 7. Act as a mediator and lead in resolving any internal challenges or crises that may arise, including interpersonal issues between members or logistical challenges in event planning.

*Every office bearer is expected to have read and have adequate knowledge of this Constitution, the Code of Conduct as well as the *Student Handbook* before assuming their role in office in order to better serve the club members in their respective capacities.

ARTICLE 7: CODE OF CONDUCT AND DISCIPLINARY TRIBUNAL.

Section 1: Code of Conduct

Every member is expected to adhere to the principles and policies of Africa Nazarene university, as guided by the *Manual* of the church of Nazarene, the *Student Handbook*, and the Code of Conduct.

In addition to that, all members are expected:

- 1. To conduct themselves in a respectable manner, demonstrating high moral rectitude and integrity.
- 2. To treat one another with respect and dignity, regardless of their circumstances or position.
- 3. To attend all club meetings; however, if unable to attend, the member is expected to provide a written or informal apologies to the committee.
- 4. To comply with this Constitution and all Constitutional decisions made by the club's committee.
- 5. To treat one another with respect and dignity, regardless of their circumstances or position.
- 6. To work together and participate in club activities
- 7. To submit original work and avoid fraud...

The Cyberene Club will uphold a very strict No Bullying policy:

^{*}Every Office bearer is entitled to a hard copy of this Constitution.

- If a member is suspected of engaging in bullying, intimidation, or abuse of any type (verbal, emotional, psychological), their membership **WILL** be cancelled.
- If a member violates the Code of Conduct outlined in this constitution, they are eligible for disciplinary action as well as removal of membership status.

Section 2: Disciplinary Tribunal.

The members of the disciplinary tribunal will be the club executive committee, the club patron along with an impartial third party who can be a member or faculty advisor.

A disciplinary tribunal can be called by the Chairperson or Patron, on the grounds that a member has breached the code of conduct.

A hearing by the tribunal will be done during a special meeting called by the Chairperson, involving the tribunal and the relevant members having their membership under review.

During a hearing, the tribunal will give an appropriate reprimand according to the weight of the offence, so long as it is in line with this Constitution as well as the University's Code of Conduct. This means the strikes and fines outlined in this constitution apply.

Recommended actions for some offences include:

- 1. Bullying or intimidation should result in revocation of membership.
- 2. Failure to attend meetings should either result in a fine.
- 3. Failure to attend meetings without remorse or appropriate communication should result in revocation of membership.
- 4. Theft/intimidation should result in a fine (a recommended Ksh.1000 or more) and revocation of membership.
- Every member is required to attend all meetings, however if a member is unable to attend a meeting, they can submit an apology either formally or informally to the committee.
- The membership of a member that fails to attend three consecutive meetings without apology is eligible for revocation.
- If a member misses a meeting without apology, they get one strike but no penalty is placed on them. If they miss another meeting without apology, they receive their second strike as well as a fine of Ksh500. Should they fail to pay the fine and garner a third strike, their membership can be officially revoked by the committee. Should the member show remorse and submit a formal or informal apology to the committee, the fine can be rescinded but the strike remains (meaning their membership can be revoked after another strike).

- A member is not permitted to pay more than two fines in a semester. The third offence/fine means they must face the disciplinary tribunal and have their membership under review.
- Every member, including the members of the committee, have the allowance of one absence per semester provided they inform the committee of their absence at least three days in advance.
- For quorum to be achieved, at least three-fifths of the committee have to be present, meaning that no more than two committee members can take a leave of absence at the same time.

ARTICLE 8: EX OFFICIO MEMBERS

The following are the ex-officio members of the Cyberene Club:

- 1. The Dean of Students
- 2. The Club Patron
- 3. Faculty advisor(s).

ARTICLE 9: MEETINGS

- 1. Meetings will be held on a weekly basis on a day stipulated by the executive committee.
- 2. Office bearer meetings/committee meetings will be held monthly.
- 3. General meetings will be held each semester.
- 4. Special meetings will be held when the need arises or when called upon by the Chairperson or patron.
- 5. An Annual General meeting(AGM) will be held each Academic year in February. The AGM shall approve minutes of the club's last General meeting and IT Club's Accounts for the preceding year, elect the Executive committee for the year ahead, allow for members to give in proposals for amendments to this Constitution and any other businesses as is necessary.
- 6. At least fourteen days written notice shall be given to members before the AGM.
- 7. At least five days' written notice shall be given to members before a special meeting.
- 8. At least seven days written notice shall be given to members before the Committee meetings.
- 9. The secretary will communicate these.
- 10. For a meeting to take place, quorum should be at least two fifths of members.

ARTICLE 10: PROCEDURE AT MEETINGS

- Three days prior to weekly meetings, the secretary will communicate to the members details pertaining to the meeting, that is the date, time, location and devices or things needed during the meeting.
- All meetings will be chaired by the club Chairperson, and in his/her absence the
 deputy Chairperson will chair the meeting. For a meeting to take place, at least two
 fifths of fully registered members have to be present, and at least three fifths of the
 club committee.

The procedure at meetings will be as follows:

- 1. The meeting will be opened by the Chairperson and a member will give a word of prayer.
- 2. The Secretary will conduct a roll call and the secretary will take record of it.
- 3. The minutes of the previous meeting will be read and matters arising from them will be addressed.
- 4. The secretary will communicate any correspondence they received on behalf of the club
- 5. New members will be introduced if they are there.
- 6. The agenda of the meeting will be read out by the secretary or Chairperson.
- 7. New businesses arising from the agenda will be addressed.
- 8. Club members will be thanked for their attendance and participation.
- 9. The location, date and time of the next club meeting will be communicated by the secretary
- 10. The meeting will be adjourned.

*Meeting schedules are not rigid and are highly dependable on previous, present and prospective opportunities.

ARTICLE 11: FUNDS

Section 1: Finances

Cyberene Club of Africa Nazarene University shall receive its financing from lawful sources including but not limited to:

- i. The club registration fee.
- ii. Allocation from the University.
- iii. Sponsorship(s).
- iv. Donations.

- v. Grants.
- vi. Fundraising projects.
- vii. Competition winning and 20% of the competition winnings by a club member.
- viii. Income generating-projects.

The Chairperson, treasure and club patron will be the signatories to all of the Club's financial transactions

The deputy Chairperson will be a signatory in the absence of the Chairperson in consultation with the other members in the committee

Section 2: The budget

- i. The committee will draw up a budget once elected in office and a review of the budget will be done every trimester. They will also make any necessary adjustments to the tentative budget within the first week of every trimester.
- ii. The Cyberene Club's budget will be allocated by the committee towards, but not limited to:
 - a. The creation of certificates for members.
 - b. Payment of guest speakers.
 - c. Community service activities.
 - d. Hosting events such as hack-a-thons, seminars and webinars.

As long as they do not contradict the morals and codes of Africa Nazarene University.

ARTICLE 12: AMENDMENTS OF THE CONSTITUTION

- This Constitution will be amended every year to keep up to date with the mission of the club at every given point in time. Amendments can be proposed formally by any club member to the secretary at the beginning of the year. The proposed amendments will then be discussed by the committee at a committee meeting.
- Following the approval of the amendment by the office bearers, this constitution may be amended by two-thirds of the voting membership at the first meeting of the club at which a quorum is present, provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE 13: DISSOLUTION

The Cyberene Club stands to be dissolved:

- i. If for more than one semester the only members remaining in the club are the ones in office. Thus, if the club is unable to get members.
- ii. If the Dean of Students deems it necessary due to the club not fulfilling its intended purpose.

In any other circumstances, the Cyberene Club may be dissolved at the General Meeting provided that at least Twenty-one days written notice of the intention to dissolve the club has been given to the members. At least two-thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective.

The assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Society's partners.